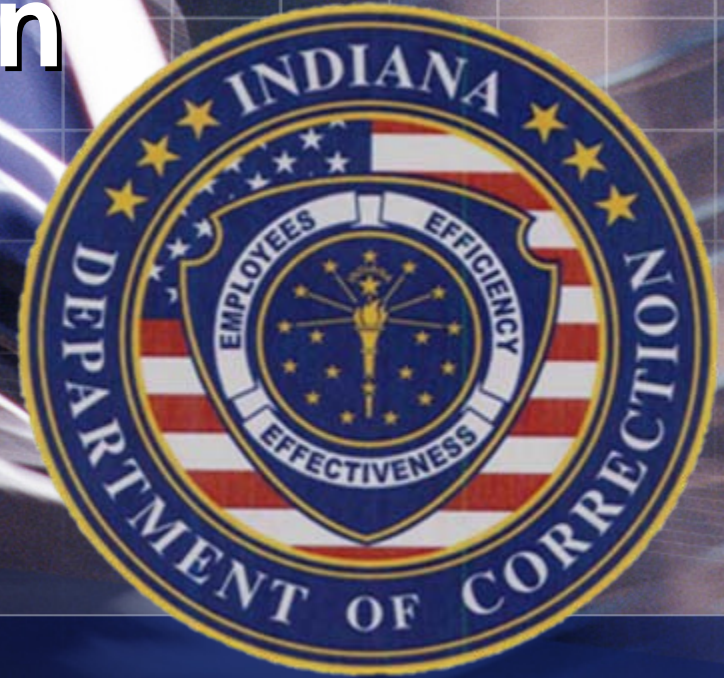


The Indiana Department of Correction

presents



New Employee Orientation: Family and Medical Leave Act

Performance Objectives

- Identify the definition of the Family and Medical Leave Act.
- Identify eligibility rules for Family and Medical Leave (FML).
- Identify qualifying events for use of Family and Medical Leave.

Family and Medical Leave Act (FMLA)

The Family and Medical Leave Act of 1993 allows eligible employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it. Employees must meet certain criteria to be eligible for FMLA.

Family and Medical Leave

It is the policy of the State of Indiana to allow eligible employees to take up to twelve work weeks of leave per fiscal year for qualifying events:

- The birth of a child;
- placement with an employee of a child for adoption or foster care;
- caring for a spouse, child, or parent with a serious health condition; or
- the serious health condition of the employee.

Eligible Employees

Staff who have been employed with the Indiana Department of Correction for at least twelve (12) months (consecutive or non-consecutive); and, who have worked at least 1250 hours in the twelve-month period immediately preceding the need for family and medical leave are eligible for family and medical leave (FML).

Requests for Family and Medical Leave

If the need for leave is foreseeable, requests must be submitted at least thirty (30) days prior to taking the leave. If this is not possible, the request should be made as soon as possible.

Requests for Family and Medical Leave

Requests for FML must include a completed copy of the Certification of Health Care Provider or documentation of the birth, adoption, or foster care relationship for which the leave is requested.

Use of Paid Leave

Employees shall be required to use any available sick leave if the FML is for the serious health condition of the employee, spouse, child, or parent who resides in the employee's household and is dependent upon the employee for care and support.

Intermittent Use Of Family and Medical Leave

Employees are entitled to take intermittent leave for the employee's serious health condition or due to the serious health condition of a parent, spouse, or child. To be entitled to intermittent leave, the employee must submit certification to establish the medical necessity of the leave (eg. periodic testing and treatments).

Medical Certification

In addition to the certification required with a request for leave that qualifies as a serious health condition, agencies may require a second opinion from a second health care provider designated and paid for by the agency.

Health Insurance Premiums

Agencies are required to continue paying the employer's portion of health insurance premiums during approved FML. Employees are also required to continue paying their portion of the health insurance premiums.

Reinstatement

Employees are entitled to reinstatement to the same or similar position upon return from FML with equivalent pay, benefits, and conditions of employment.

Questions

The Personnel Department will be able to answer any questions and provide necessary information regarding the use of Family and Medical Leave.

You have now completed the
*New Employee Orientation: Family and
Medical Leave Act* module.

Please advance to the next module.

